

Position Title: Business Systems Analyst I
Department: Homeownership

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences, inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: This position will oversee and maintain the Authority's Loan Origination System (LOS) for the entire Homeownership Department and all activities in the system from reservation to pooling; including data accuracy for the hedging of the Authority's active pipeline.

They will act as the Homeownership's liaison to the Authority's IT department for software and hardware inquiries along with any enhancements or updates that effect the origination system; including the front-end website used by the Authority's correspondent lenders to reserve and lock loans. They will be responsible for maintaining the integrity and accuracy of all data within the LOS used for reporting and on-going analysis of fund and program management.

Essential Functions:

- Oversee all data entry for accuracy and completeness. Train and work with staff to guarantee employees have the knowledge to effectively perform their tasks within the system. Understand downstream impacts of any system change and coordinate with those departments to ensure they are in lock step from an informational standpoint.
- Complete policy and procedures, with department Business Analyst(s) and upper Management, to confirm accuracy; revisit changes on a regular basis to ensure compliance.
- Maintain, and proactively initiate, efforts between the Authority's departments to ensure the origination software complies with investor requirements; including the hedging of mortgage loans.
- Work with LOS Vendor to guarantee all updates and enhancements are applied in a timely manner, along with ensuring the necessary testing has been documented to maintain audit and IT compliance.
- Facilitate training for external lenders regarding the front-end reservation website; including, but not limited to: Reserving / locking loans, uploading documents to files for IHDA review, and assisting external system administrators with the on-going maintenance of external user accounts.
- Coordinate with department's Business Analyst(s) to configure and maintain all internal and external user's system rights / privileges rights with the appropriate security access as needed by their position.
- Provide assistance to correspondent lender network during the reservation process to ensure lenders can actively lock in loans, upload documents, and maintain external user accounts.
- Part of the team responsible for the creation, implementation, and maintenance of the Authority's single-family loan programs within the LOS; including monitoring the funds available for each program.
- Perform additional duties as assigned.

Education and Experience Requirements:

- Bachelor's Degree preferred.
- Must have background knowledge of computer science experience.
- Requires excellent verbal and written communication skills along with customer service skills.

- Must have strong analytical skills with the ability to critically think and problem solve within time sensitive situations.
- Must be highly organized with a high attention to detail.
- Must be able to autonomously research the mortgage industry; including, regulatory changes and financial impacts of securitizing Mortgage Backed Securities (MBS) that pertains to maintaining the Authority's LOS.
- Encompass (LOS) experience is highly preferred
- Microsoft Office skills required; including, but not limited to: Microsoft Excel, Word, Visio and PowerPoint.
- Report writing skills (Crystal Reports, SSRS, etc.) preferred.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

What We Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire.
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs.
- Salary: \$69,488 - \$86,860

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=516314&source=CC2&lang=en_US

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